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MEMORANDUM FOR: EXECUTIVE SECRETARY/CAREER SERVICE COMMITTEE

SUBJECT: Proposal of [REDACTED]

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1. [REDACTED] appeared before the Rotation Working Group on 28 November 1951 to explain this attached suggestion.

2. The Working Group after discussion with [REDACTED] makes the following recommendations.

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a. Since there is an immediate need for the policy as outlined and since the rotational policy of CIA is still in the developmental stage, this be adopted as a personnel policy of CIA.

b. It is recommended that this not be made part of CIA Regulations but implemented by letter directive from the DD/A to AD/Personnel.

c. That the implementation be rigidly controlled by the AD/Personnel and held to a minimum (12 to 15 cases).

d. That such cases require the recommendation of an Assistant Director or higher authority.

e. That the individual be assigned to the particular slot and such slot be noted by personnel as filled by an individual carrying higher grade only while that individual is carried therein but the actual slot not be changed.

f. That the suggested letter from the DD/A to the AD/Personnel be changed to read:

"We will, as a matter of personnel policy, undertake to assign among the various Offices of the Agency certain high level individuals for the purpose of duty, regardless of slot level held by the individual or slot level of the position in which the individual will work.

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"Such cases will be held to a minimum (12 to 15) and will be based on recommendations of a Deputy Director, Assistant Director or Office Chief and as approved by the Assistant Director of Personnel."

g. This policy be reviewed when a rotational policy is adopted and it be determined at that time whether such policy will remain in effect.


Chairman
Rotation Working Group

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Attachment